

PERMITTING INSTRUCTIONS
Effective June 1, 2008

OPTION A

- **Contractors with a supply of Electrical, Plumbing permit books or HVAC applications follow these instructions:**
1. Complete a **new** permit application. The application **must** be signed.
 2. Complete the fees and type of installation page and ensure both pages on the new application are completed.
 3. Take the next permit in your book (ELE & PLB) or application (HVAC), write the permit number in the top right corner of the **new** permit application and attach all copies of the old permit/application to the new permit application. (it is not necessary to fill out the old permit/application)
 4. Mail or deliver all paperwork to the Division of Building Safety office along with the appropriate permit fees.
 5. Complete a job identification sticker and place it on the job site. This will be the only identifying paperwork on the job site for the inspector.

To obtain more permits call the appropriate number listed below to request them. Please allow ----business days to receive them.

- Electrical: (208)332-7156
- Plumbing: (208)332-7132 Contractors
(208)332-8971 Specialty Contractors
- HVAC: (208)332-7158

OPTION B

- **Contractors without a supply of Electrical or Plumbing permit books or HVAC applications can have a permit number assigned to the application by the Division of Building Safety. Please follow these instructions.**
1. Complete a **new** permit application. The application **must** be signed.
 2. Complete the fees and type of installation page. Ensure both pages on the new application are completed.
 3. Mail or deliver or fax application and include a credit card authorization form with faxed applications.
 4. When the application is processed, permit copies will be mailed. Permit copies will be faxed or e-mailed upon request.
 5. Complete a job identification sticker and place it on the job site. This is the only identifying paperwork on the job site for the inspector.